

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

December 11, 2002

Prepared by: Judy Yee
Approved: January 8, 2003

Members Present

Tony Dickerson
Charles Ross
Stephanie Hernandez
Teresa Medeiros
Judy Yee

Guests Present

(none)

Members Absent

Analisa Bevan
Ivonne Guzman-Cicero
Joe Guerrero
Russell Grace

The meeting was called to order at 9:45 a.m. It was held by video conference between the Cal/EPA Headquarters Building, Conference Room 550, located in Sacramento and ARB El Monte offices, Conference Room 111, A&B in Annex 2.

APPROVAL OF PREVIOUS MINUTES

Approval of August and September meeting minutes has been deferred to the next meeting.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORT

Stephanie Hernandez reported that Cindy Francisco and Marie Schelling attended an EEO officer orientation training class offered by the State Personnel Board and will report back to the committee on the class. Gayle Yost and Stephanie were not able to attend.

DISABILITY ADVISORY COMMITTEE REPORT

Stephanie Hernandez reported that the Disability Awareness Seminar in El Monte was well received with 56 persons attending. Stephanie also noted a memo has been distributed to the Cal/EPA Headquarters Building via e-mail to promote awareness of indoor air quality and situations where it may be a serious health issue for persons with sensitivities to second-hand tobacco smoke and fragrances/compounds in personal care and cleaning products.

CONTINUING (OLD) BUSINESS

Career Decision Making Seminar Feedback

In general, comments received on the upward mobility seminars were good for both the Sacramento and El Monte panels. The consensus was that valuable information was provided. It was noted that one manager panel focused more on their own personal experience while the other manager panel shared more on what managers' take into account when considering upward mobility options for staff. Stephanie Hernandez suggested that the panels might have received different explanations regarding the focus of discussion, since the panels met separately. Suggestions for future seminars include repeating the upward mobility seminar (with new panels each time the seminar is conducted to provide a variety of input for staff) or a seminar that covers how to take an exam, prepare a resume and gives pointers on the hiring interview.

Lack of Opportunity to Attend Meetings or Join EEOAC/DAC

Charles Ross reported that some staff in El Monte has found it difficult to attend meetings because they are often out in the field. He has also been informed that some El Monte staff have applied to join the EEOAC and/or DAC and have been told that the committees are full. In response, it was noted that attendance at meetings and EEOAC membership is subject to management approval and is necessarily subordinate to job responsibilities and demands. It was suggested that when it is not possible to attend in person that staff call in to the meeting or contact a committee member in advance of the meeting to request that staff's issue or concern be brought to the committee's attention. Stephanie Hernandez offered to have staff call her for other additional ideas on how to participate. To provide advance notice of meeting dates, Teresa Medeiros will use Netscape to schedule meetings on the second Wednesday of each month as far in advance as possible. Stephanie will add the meeting dates to an EEOAC/DAC calendar posted on Inside ARB. Stephanie will discuss the interest in committee membership with Gayle Yost and evaluate when openings may be expected.

NEW BUSINESS/OPEN AGENDA ITEMS

- Tony Dickerson, as EEOAC Chairperson, is working on a year-end letter to Michael Scheible on committee accomplishments.
- The next meeting will be January 8, 2003. The meeting on February 12, 2003 is cancelled due to the holiday.

ADJOURN

The chairperson adjourned the meeting at 10:45 a.m.